

## **IN THE CLAIMS**

**Please amend the status of the claims as indicated below:**

**Claims 1-14 (canceled)**

**15. (new) A smart folder for a selected set of documents or records having a unique identifier in a document management system, comprising:**

**a predetermined set of rules applicable for a selected set of documents or records;**

**and,**

**software means for handling said selected set of documents or records.**

**16. (new) The smart folder for a selected set of documents or records according to Claim 15, wherein said smart folder contains at least one document or record of said selected set of documents or records.**

**17. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising document metadata for said selected set of documents or records.**

**18. (new) The smart folder for a selected set of documents or records according to Claim 17, wherein said document metadata includes at least one of document type, document status, keywords and custom properties.**

19. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising a set of permissions assigned to said smart folder for determining users permitted to modify or browse said smart folder, have access to said smart folder or add documents to said smart folder.

20. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising software having record retention information means.

21. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising software means for an individual's record retention information to be overridden with software having different retention information, when so required.

22. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising software having a templating function for allowing an authorized person for said smart folder to specify document metadata and permissions to be assigned to any documents or records stored in said smart folder, so that other users of said smart folder, having valid permissions, are able to save documents or records into said smart folder.

23. (new) The smart folder for a selected set of documents or records according to Claim 22, wherein said document metadata and permissions specified in said software having said templating function includes means for applying said document metadata and permissions to the documents or records upon entry to said smart folder.

24. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising a pointer to a parent folder of said smart folder.

25. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising software means so that when a smart folder is declared a "record," then all documents contained in said smart folder are also declared "records."

26. (new) The smart folder for a selected set of documents or records according to Claim 15, wherein said software means for handling a selected set of documents or records includes means for retaining document or records driven by retention information of a parent folder, so that once a predetermined period of time for a document or record to be retained has elapsed, the document or record is able to be automatically removed from said smart folder.

27. (new) The smart folder for a selected set of documents or records according to Claim 26, further comprising software means for disposal of the document or record that is automatically removed from said smart folder.

28. (new) The smart folder for a selected set of documents or records according to Claim 27, further comprising software means for retaining documents or records for which said predetermined period of time for the document or record to be retained has not elapsed.

29. (new) The smart folder for a selected set of documents or records according to Claim 15, further comprising software means for disposal of said smart folder, in its entirety, said software means for disposal of said smart folder effecting disposal of all documents and records in said smart folder.